

Louie Enrollment Shopping Cart Transcript

Let's take a look at how to use the enrollment shopping cart in LOUIE to enroll in classes.

Navigate to nau.edu/louie. Click Log into Louie and log in with your NAU Credentials. Here you will see your student homepage. Click the "Manage Classes" tile.

On the left-hand side, click "Enroll". Select the term you're enrolling for, and click "Continue". This will bring you to that term's enrollment shopping cart.

To complete enrollment, you need to first search for and add classes to your shopping cart. If you haven't done so already, we recommend first watching the "Searching and Adding Classes to Your Cart" video.

Once you've added classes to your enrollment shopping cart, you want to make sure they are all still available. You want all of your class statuses to be "open" or show a green circle. If the status of a course is "closed," or showing a blue square, then search for an open section of that class or a different course. If the status of a course is "waitlist" you can add yourself to the wait list. See the videos on "Waitlist" and "Waitlist swap" for details on that process. If all of your classes are good to go in your shopping cart, click the "Proceed to Step 2 of 3" button, verify that you have your recommended courses for the term, check the "Financial Terms and Conditions" button, and lastly click "Finish Enrolling". You will see your list of courses that you attempted to enroll in.

If successful, you will have a green check mark next to each course or a yellow triangle if you've placed yourself on the waitlist for a course. If you received a red X, verify what the error is and refer to the relevant video to help you troubleshoot that error. Please reach out to your Academic Advisor if you need further assistance.